

Job posting preview

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Bulletin Number	2240BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	HEAVY TRUCK DRIVER
Rebulletin Information	This announcement is a rebulletin to open the filing period. Persons who have already applied within the last 12 months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.
	FILING WILL BE SUSPENDED AFTER THE FIRST 300 APPLICATIONS ARE RECEIVED OR ON FRIDAY, DECEMBER 12, 2014 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.
Exam Number	131
Filing Type	Open Continuous
Filing Start Date	11/24/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3403.55
Salary Maximum	3996.82
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Positions allocable to this class have responsibility for driving single unit trucks with a Gross Vehicle Weight Rating of 26,001 pounds or more. This responsibility includes picking up, transporting, and delivering material, supplies, equipment, and work crews between County facilities and other locations. Positions also operate various accessory equipment such as pumps and winches, check the operation of the trucks and make minor repairs, and participate in the loading and unloading of the trucks operated.
Essential Job Functions	<ul style="list-style-type: none"> • Drives heavy trucks hauling materials, supplies, and equipment. • Drives oil trucks equipped for spraying oil or bituminous emulsions on road surfaces, water trucks, and other types of tank vehicles. • Operates accessory equipment such as pumps, winches, snow plows, etc. • Transports work crews, materials, tools, and equipment to job locations and may participate in the work of a crew or assist in their supervision. • Inspects trucks to ensure conformance with safety regulations and practices and that they are properly serviced; performs routine preventive maintenance and makes minor repairs and adjustments to truck and reports mechanical defects. • Loads and unloads trucks and may participate in the storing or moving of materials in warehouses or other buildings.

- Ensures that truck is checked for preventive maintenance and repair and serviced.
- Maintains records and prepares reports.
- Pulls small trailer-mounted equipment such as generators, compressors, cement mixers, toolboxes, etc.
- Drives combination trucks with trailer units of 6,000 pounds Gross Vehicle Weight Rating or more.

Requirements

APPLICATIONS MUST BE FILED ON-LINE ONLY.
APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.

APPLICATIONS FILED WITHOUT JOB SPECIFIC QUESTIONNAIRE WILL BE REJECTED AUTOMATICALLY.

SELECTION REQUIREMENTS:

One year of full time or equivalent part-time paid experience driving trucks with a Gross Vehicle Weight Rating of at least 10,000 pounds, including experience in the operation of trucks with a Gross Vehicle Weight Rating of at least 26,001 pounds.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)
Required**

A valid California Class B Driver License is required to perform job-related essential functions. Some positions may require a valid California Class A Driver license or a special endorsement to drive assigned vehicles.

A copy of valid California Class B or Class A Driver License must be uploaded at the time of application filing or be submitted upon request after you pass the written test and before promulgation of eligible register.

SPECIAL LICENSE REQUIREMENT

INFORMATION: Applicants for this position are required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles. **A copy of your driving record must be uploaded at the time of application filing or be submitted upon request after you pass the written test and before promulgation of eligible register.** License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL BE REJECTED.**

**Special
Requirement
Information**

Candidates for this position will be required to take and pass a urine drug screen. In addition, positions in this class may be subject to Federal Department of Transportation requirements for commercial drivers which include pre-employment, post accident, reasonable suspicion, return to work, follow up, and random urine drug and/or alcohol testing.

**Examination
Content**

This examination will consist of THREE (3) parts:

PART I - Job Specific Questionnaire (JSQ) to pre-screen applicants' related experience in meeting the Selection Requirements.

Applicants MUST PASS the initial JSQ/Supplemental screening stage (PART I) in order to proceed to the written test (PART II). Applicants that FAIL the initial JSQ/Supplemental screening stage (PART I) will be automatically rejected.

PART II - A written test covering map reading, interpretation of data, knowledge of motor vehicle maintenance, operations, safety, and vehicle code weighted 100%.

Applicants may receive written test notice via email and are responsible for providing a valid email address. Please add vsalomon@hr.lacounty.gov to your address book to ensure our emails reach your inbox.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

YOU MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST (PART II) in order to proceed to the final applications review (PART III). Those who pass the written test must pass the final applications review and documents verification (Part III) in order to be put on the eligible register.

TRANSFER OF SCORES

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

PART III- Employment applications and required documents (a copy of California Class B or Class A Driver License and a copy of driving record from the California State Department of Motor Vehicles) will be fully reviewed and accepted/rejected based on Selection Requirements and License Requirement.

CANDIDATES MUST PASS ALL THREE PARTS OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Your final result letter will be mailed via United States Postal Service (USPS).

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>

Please click on Job Info Center, then click on "Employment Test Preparation.

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

An eligible register resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTH.

Available Shift

Any

**Application and
Filing
Information**

Applicants are required to submit a standard Los Angeles County Employment Application and a Job Specific Questionnaire (JSQ) online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applicants must complete and submit their applications and JSQ by 5:00 pm, PST, on the last day of filing. **APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AND JOB SPECIFIC QUESTIONNAIRE AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.** This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

The acceptance of your application depends on whether you clearly show that you meet the selection requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-

0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

GENERAL EXAMINATION INFORMATION

OR

Visit <http://hr.lacounty.gov/wps/portal/dhr> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations

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ADA Coordinator Phone	adarequests@hr.lacounty.gov
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	General Government Services/Other
Job Type	All Others

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